

# Position Description

## 1700 Hour AmeriCorps Member

### Pictograph Cave State Park



**Term of service:** January 12, 2015 – November 13, 2015

**Service schedule:** Member will serve a minimum of 1,715 hours over a 44 week term, averaging 41 hours per week with 80 hours of holiday, vacation or sick time

#### **Position Summary:**

The Pictograph Cave site was designated as a National Historic Landmark in 1964 because of its archeological significance. It is the location of the first major archeological excavation on the northern plains starting in 1937 and eventually concluding in 1941. Prehistoric hunters who camped in Pictograph & Ghost caves left over 100 pictographs, or painted images, and over 30,000 artifacts, some of which are thought to date back over 7,000 years. Pictograph Cave State Park is located 5 miles south of Billings, Montana's biggest city.

Interpretation and educational programs are the backbone of Pictograph Cave State Park. An AmeriCorps member will provide a much needed presence that allows us to offer high quality presentations on a two to three part rotation. During peak visitation an AmeriCorps member will display fur trunks, hold atlatl contests and provide for a more family friendly experience with a wide variety of activities like Jr. Ranger Day's. We are constantly learning new stories and facts about this site pe-1930's and have been busy compiling this information into interpretive materials. An AmeriCorps member would assist with the development of these materials, as well as update the existing interpretive panels and displays to better reflect the content of this site.

A member will also be required to host several volunteer service projects with the focus of improving park grounds and trails. The member will work co-operatively with MCC crews, United Way, and youth service groups to plan and implement these projects. The AmeriCorps member will continue to monitor the spread of noxious and invasive species, plant and maintain native grass seed and add trees and shrubbery throughout the site.

Montana State Parks AmeriCorps members perform capacity building activities. Their service revolves around the program goals listed below in order to ensure that they do not displace workers or take part in any prohibited or unallowable activities as outlined in AmeriCorps regulations. Montana State Parks AmeriCorps members *will* likely participate in activities that involve recurring contact with vulnerable populations.

Member will contribute to the following program goals:

- Improve park land
- Expand educational and interpretive programs
- Increase volunteer capacity\*



- Enhance outreach and awareness of state parks
- Participate in service activities including National Days of Service\*\*
- Respond to disasters, when called upon to do so by the program

**Specific Position Responsibilities:**

- Assist in the scheduling, development and delivery of educational and interpretive programs and special events for groups of all ages.
- Schedule artists, performers and guest speakers for Pictograph Cave's Summer Speaker Series.
- Assist in the development of audio-visual interpretive materials and displays.
- Coordinate several volunteer service projects designed to improve park acreage.
- Participate in local and state-wide volunteer, archeological and natural history based organizations.
- Enter artifacts, photographs and early information about this site into Past Perfect which is a searchable database.
- Take part in state-wide special events hosted by Montana State Parks, such as Buzzard Days, Day of Honor and Bannack Days.
- Perform other AmeriCorps-related duties, as assigned.

**Minimum Requirements:**

- Over 18 with a high school diploma or GED; college degree or equivalent work experience preferred
- A United States citizen, United States National, or legal permanent resident alien
- Demonstrated leadership skills
- Ability to take initiative, handle multiple projects, track details essential to project completion, analyze information, and meet deadlines
- Strong ability to communicate effectively orally and in writing with diverse groups of people
- Demonstrated ability to work independently and as part of a team
- Basic computer proficiency
- Passion for the outdoors and enthusiasm for enhancing Montana's state parks
- A driver's license and personal means of transportation within the state of Montana
- Must pass a national service criminal history check

**Benefits:**

- Living allowance of \$12,100 over 44 week term of service
- An AmeriCorps Education Award of \$5,645 upon successful completion of service. This award can be used to pay education costs at qualified institutions of higher education, for educational training and resources, or to repay qualified student loans. Members aged 55 and over may transfer the education award to a child, grandchild or foster child.
- Eligible for deferment on qualified student loans

- Guaranteed health benefits and child care assistance if qualified
- Experience and training working in the fields of outdoor recreation, parks management, interpretive services, education, community outreach, and volunteer management
- Opportunity to live, work and be part of the team amid the natural wonders and cultural heritage of Montana State Parks

\* Volunteer activity facilitated by AmeriCorps members supports the management and operation of State Parks. These activities do not include any prohibited or unallowable activities as outlined in AmeriCorps regulations.

\*\*Service activities will center around the preceding program goals as well as provide unique opportunities for members to engage in service to non-profit community organizations that provide support to those in need, including victims of national disasters, individuals and families in poverty, veterans, homeless animals, and other groups. Service projects will take place on and around designated National Days of Service as well as other AmeriCorps organized events, such as member trainings. Service activities will not include any prohibited or unallowable activities as outlined in AmeriCorps regulations.

*The Montana State Parks AmeriCorps Program, as administered by the Montana Department of Fish, Wildlife and Parks, shall provide equal access to opportunities provided by the Program and shall not discriminate against any person because of race, creed, color, religion, sex, national origin, age, physical or mental disability, sexual orientation, or gender identity. Minority candidates are encouraged to apply. Reasonable accommodations will be provided for qualified individuals with known disabilities unless doing so would result in an undue hardship. The accommodation must be essential for the Member to perform his/her service successfully. Funds for reasonable accommodations are available for use by members with disabilities who have been offered a position with an AmeriCorps Program and require an accommodation to fulfill the essential functions of their service.*

### **Applicant Certification**

*I certify that I have reviewed this Position Description and understand the general roles and responsibilities of this Montana State Parks AmeriCorps position*

Member Name \_\_\_\_\_

Member Signature \_\_\_\_\_

Date       \_\_\_\_\_